



PURCHASE ORDER

PO Number: 303-2-0119

Requisition Number: 303-2-00214

Order Date: 9/14/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Other
1711 San Jacinto Blvd
Attn: Kyle Moreland
Inside Delivery
AUSTIN, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

1741976051100
WorkQuest
1011 EAST 53 1/2 STREET
Austin, TX 78751
Robert Olivo
Phone: 512-6940756, Fax:
robertolivo@workquesttx.com

40 Cases of 8.5 x 11 Paper, Bond, White, Premium No. 4, 20lb.

TX SmartBuy PO: 22000930

WorkQuest, Inc.

Contract Number: 645-S1

TFC Contact:

Kyle Moreland

512-463-8551

Description

TIBH:

§ 2155.441. PREFERENCE FOR PRODUCTS OF PERSONS WITH MENTAL RETARDATION OR PHYSICAL DISABILITIES.

(a) The products of workshops, organizations, or corporations whose primary purpose is training and employing individuals having mental retardation or a physical disability shall be given preference if they meet state specifications regarding quantity, quality, delivery, life cycle costs, and price.

(b) The workshops, organizations, or corporations shall test the products to the extent necessary to ensure quality in accordance with Section 2155.069 and may enter into contracts with a private or public entity to assist with testing.

(c) The commission is not required to purchase products under this section that do not meet formal state specifications developed by the commission or meet commercial specifications approved by the commission.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Paper, Bond, Recycled, White, Premium No. 4, 20 lb, Letter, 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS TX SmartBuy PO: 22000930 Contractor: WorkQuest, Inc. Contract Number: 645-S1	40	Case	\$43.21	9/14/2021	12/14/2021	\$1,728.40
Commodity Code: 64521411718						
NIGP Class: 645 NIGP Item: 21 Object Class: 300 Reimbursement Type: Not Reimburseable						
Freight: \$40.00 (\$1/case)						
Inside Delivery: \$40.00 (\$1/case)	1	Each	\$80.00	9/14/2021	12/14/2021	\$80.00
NIGP Class: 962 NIGP Item: 86 Object Class: 300 Reimbursement Type: Not Reimburseable						
Grand Total						\$1,808.40

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Legal
Program	Records Management
Phone	5124638551
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	' ' Exempt with Specific Legal Cite
Work Order Number	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;

- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____
Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)